

**Workforce Planning Task Force  
Meeting Minutes  
March 21, 2012  
10:00 AM-1:00 PM**

**Members Present:** Janet Kelly, Department of Administration; Tim Burton, Department of Justice; Dick Clark, Department of Administration; Mike Cooney, Department of Labor and Industry; Mike Ferriter, Department of Corrections; Arlynn Fishbaugh, Montana Arts Council; Tom Livers, Department of Environmental Quality; Alan Peura, Department of Revenue; Madalyn Quinlan, Office of Public Instruction; Tim Reardon, Department of Transportation; Amy Sassano, Office of Budget and Program Planning; Dore Schwinden, Department of Commerce

**Members Absent:** Lesa Evers, Office of Indian Affairs; Jane Smile, Department of Public Health and Human Services

**Guests:** Tom Antonick, Chris Blazer, Joy Conquergood, Kay Chevallier, James Fehr, Kathleen Field, Donna Hansen, Rende Mackay; Barb Malensek, Ken McElroy, Jane McKinney, Diana Piccono, Brent Rabe, Marty Roos, Kila Shepherd, Deb Sloat, Jody Stahl, Karen Trettin, Barb Wagner

**Department of Administration Staff Present:** Helen Betts, Lisa Coligan, Peggy MacEwen, John Moore, Gary Phillips, Bonnie Shoemaker, Paula Stoll

**Facilitator:** John Moore

**Minutes:** Helen Betts

**Welcome:** Janet Kelly called the meeting to order at 10:00 a.m., and welcomed members and guests. She stated the action items for today's meeting.

**Introductions:** Advisory Council members and guests introduced themselves.

**Meeting Purpose:** John announced the purpose of this meeting and stated the ground rules for the meeting.

**Approval of Minutes:** As moved by Arnie Fishbaugh, and seconded by Tim Reardon, the Advisory Council approved the draft meeting minutes from February 15, 2012.

**Discussion - Performance Management:** Advisory council members discussed ways to implement performance management using mission-driven, realistic and measureable objectives and goals. They discussed various approaches in which managers and supervisors should communicate these to employees, tying individual performance plans to agency goals, ensuring plans are quantitative and measurable and supporting in career planning to make state government an employer of choice. The discussion continued on linking mission, vision, and goals, to:

- Individual work plans (including focus on service)
- On-going communication (fundamental part)
- Employee engagement
- Employee development (including career ladders)
- Cohesive with entire HR Process
- Flexible (to encompass a lot of different needs of agencies)

**Recommendations:** Council members unanimously agreed the HR Work Group should draft and present comprehensive recommendations for a preliminary statement of philosophy and glossary of terms at the next meeting.

**Broadband Presentation:** Paula Stoll gave a presentation on the history and purpose of the broadband pay plan. She also described the adjustments agencies are currently implementing.

**Public comments:** Brent Rabe commented on the recommendations made by the council and thanked them for giving a definitive product and direction. Diane Piccono seconded the comment.

**Meeting Wrap-Up:** John Moore summarized the results of the meeting and asked for comments.

**Meeting times:** In order to accommodate all members of the council, members agreed to move future meeting times to 1 – 4 p.m.

**Closing:** Janet Kelly closed the meeting by thanking everyone for attending. The meeting adjourned at 1:02 p.m.

**The next meeting of the Advisory Council will be April 18, from 1:00 to 4:00 p.m. in Conference Room 111 of the Department Environmental Quality, 1520 East Sixth Avenue, Helena, Montana.**